



Financial Services Department

## Memorandum

**To:** Honorable Mayor Maso and City Council Members

**Thru:** George Purefoy, City Manager  
Nell Lange, Assistant City Manager

**From:** Tom Johnston, Purchasing Manager  
Anita Cothran, Director of Financial Services

**Date:** October 12, 2009

**Subject:** Consider and Act Upon Approval of a Purchase Order with Ingram Library Services Incorporated, for the Purchase of Library Materials during the Fiscal Year 2010

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**Action Requested:** City Council approval of a purchase order with Ingram Library Services Incorporated, for the purchase of Library materials during the fiscal year 2010, in the amount of \$132,600.

**Background Information:** Books will be purchased in the area of adult materials from Ingram Library Services Incorporated, through the State of Texas CO-OP program contract.

**Board/Citizen Input:** N/A.

**Alternatives:** City Council could choose not to approve this purchase order at this time.

**Financial Considerations:** Available funds are appropriated through the Capital Projects Fund and the Library 2010 operating budget.

**Supporting documents:** Department memo and State of Texas CO-OP contract.